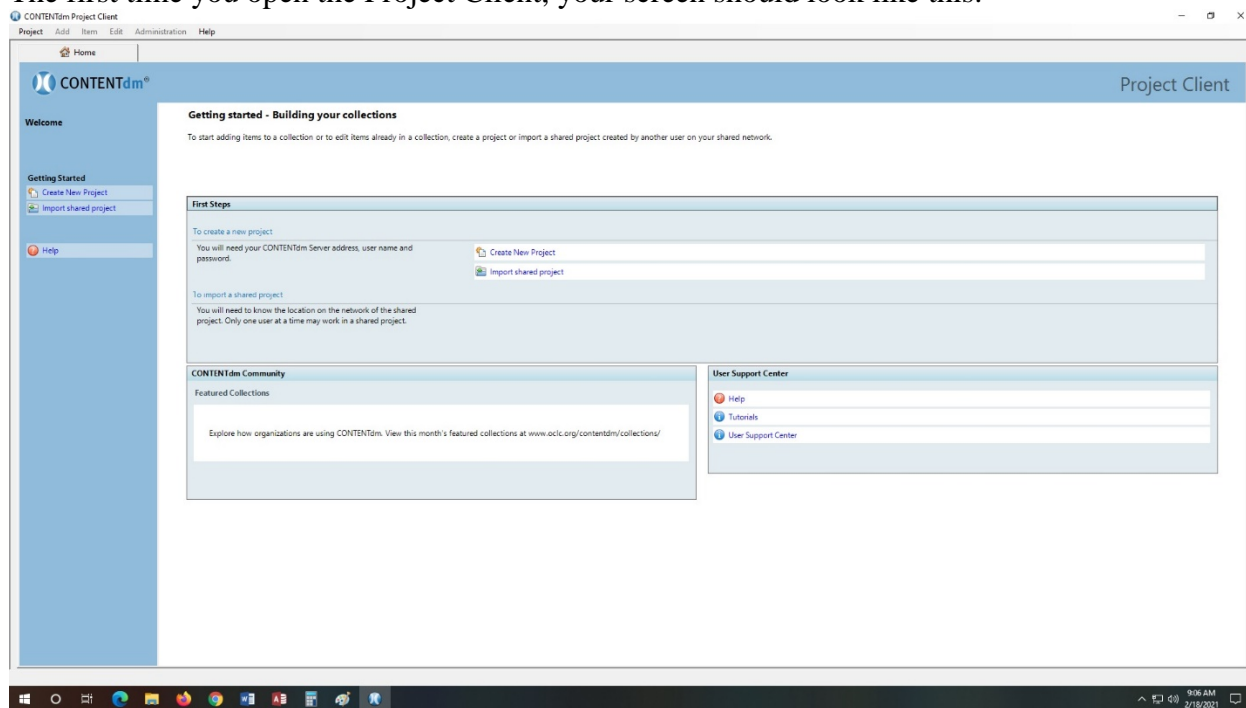


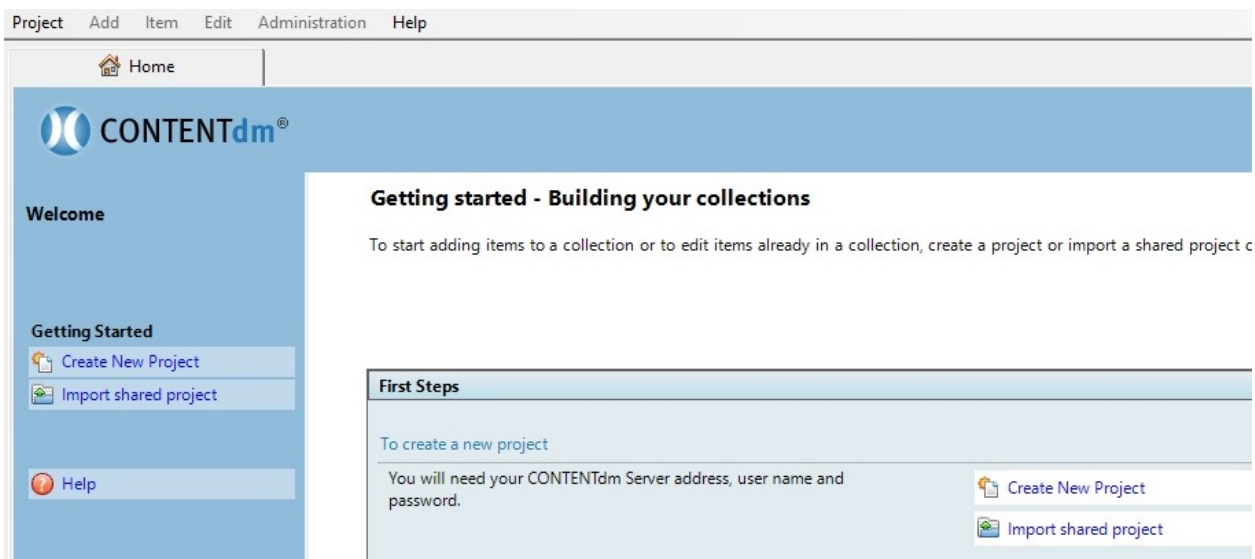
Getting started with the ContentDM Project Client part 3: Creating a project

The first time you open the Project Client, your screen should look like this.



The first thing you'll need to do is set up a new project. This should be done with your institutional project administrator since that person will need to log in to create a project in order for the project to talk to the administrative interface online.

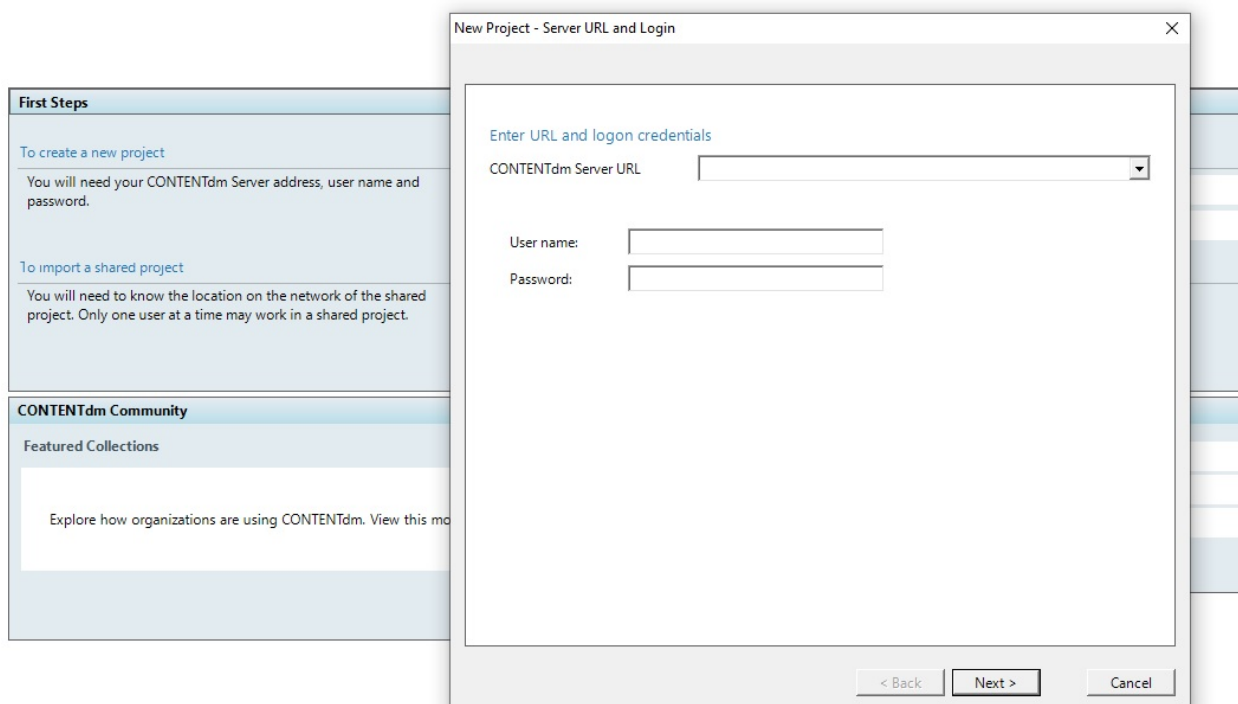
You'll see two options for creating a project on this screen (below). On the left side menu and in the center under First Steps. It doesn't matter which of those two "Create New Project" buttons you click on. Please note the second option of "Import shared project." In theory, if you have your project set up on a shared drive, it should be available to be opened from any computer that has access to that hard drive. In reality, this has not been very functional. In general, assume that once you start working on items in a project, that you'll need to complete those items on that same computer.



When you click on Create New Project, you will get a pop-up window as shown in the next image. These pop-up windows are the parts of the Project Client that are most non-responsive to different monitor sizes. You can move them around on your screen, but you cannot re-size them.

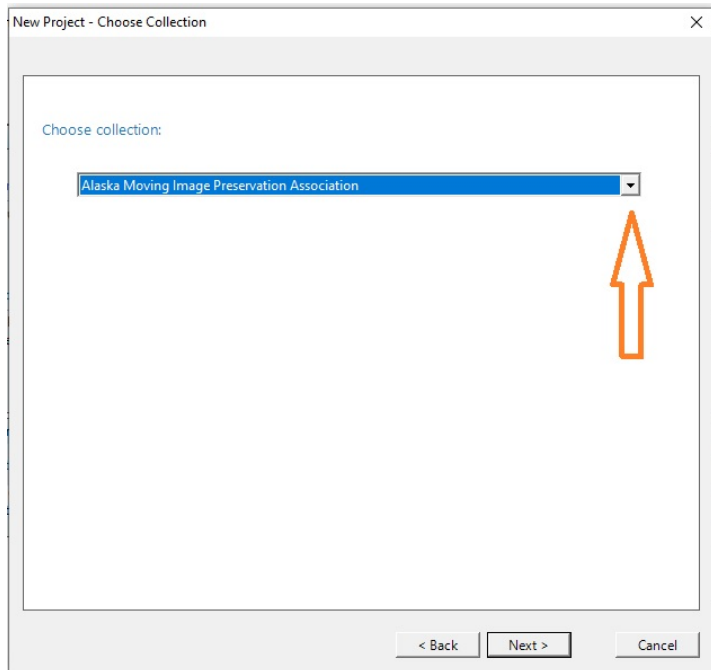
Getting started - Building your collections

To start adding items to a collection or to edit items already in a collection, create a project or import a shared project created by another user on your shared network.

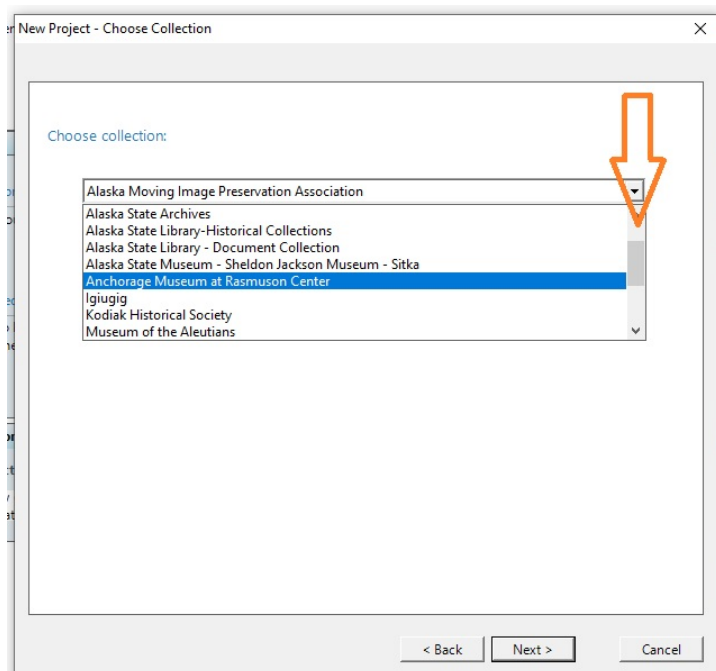


This is where your site project administrator comes in. The ContentDM Server URL that will be entered here is: <https://server15794.contentdm.oclc.org/> The User name and Password will be filled out by your site administrator, and will be their WorldCat login and password. Click Next.

This will bring you to a new pop-up window with the partner collections all listed in alphabetical order by partner name. You'll need to click on the down arrow to see all the options.



Select your institution. You may have to use the scroll bar to see your listing.



Once your institution is highlighted, click next. This will take you to the final project creation screen.

New Project - Name and Share Project

Name your project

University of Alaska Anchorage

Project name:

☐ Share this project on a network with other users

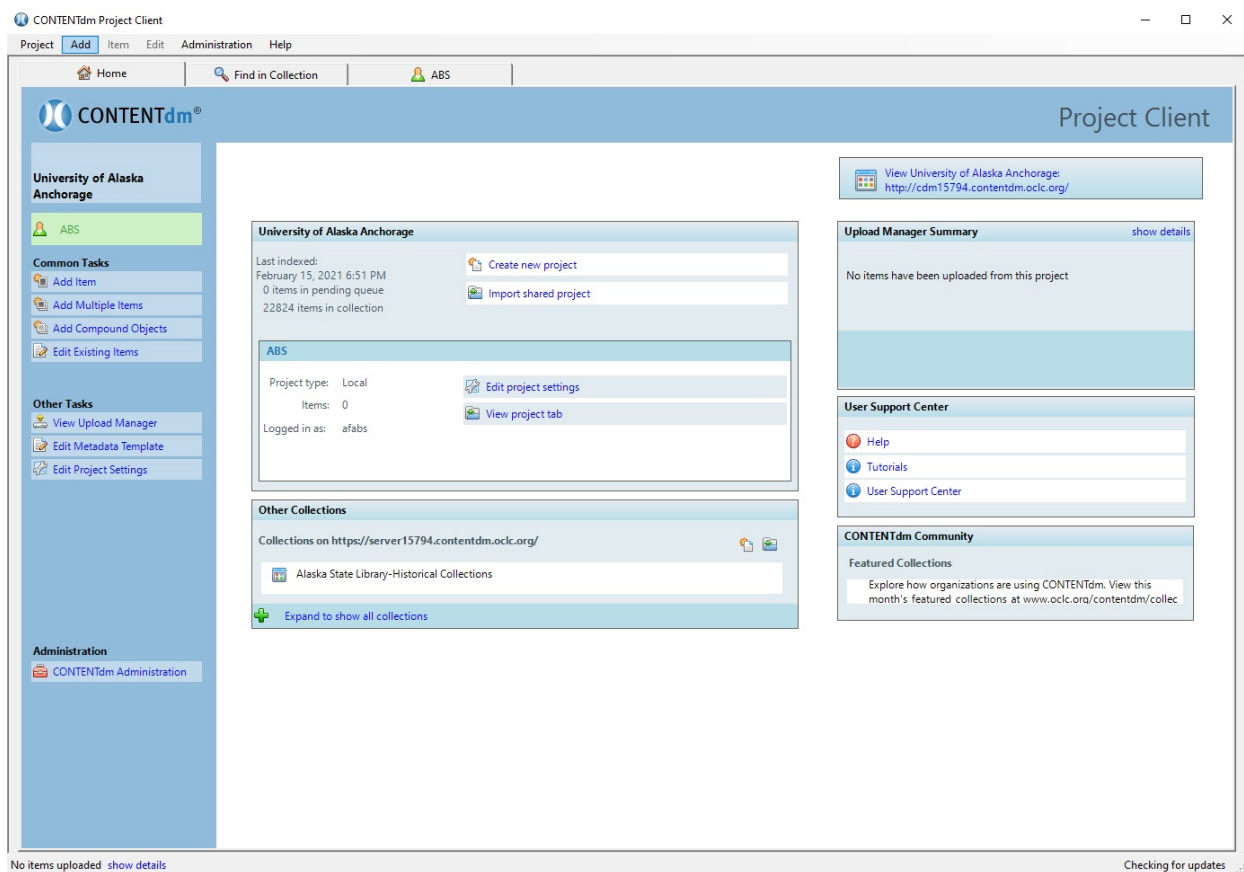
Specify a shared project location [Browse](#)

< Back Finish Cancel

You can choose whatever project name you like. If you have multiple people working on different projects on the same computer under the same computer user name, you may want to name your project with the name of the person working on it. If each person using the computer is logging in with their own user name, this isn't so important. If you find, as you go along, that you like to create a new project for each new batch of items, you can name it for each batch. Generally there will be no benefit in creating a new project for each new set of items you want to upload, unless you plan to have several separate projects or batches going simultaneously. If you don't have multiple projects going at once, you can re-use the project for as long as you like.

You'll also see here there's an option to put the project on a shared network so theoretically other users on other computers can open it up and work on it. As noted earlier, in past this has not functioned as it should. If you don't have an overwhelming reason to have a shared project across multiple computers, just name your project and click Finish and it will save it with the program files on your hard drive. If you want to try putting it on a shared drive, click the Share

box and then browse for the drive you want to save it in. Depending on your computer and internet speed, you may see a pop-up indicating that the process is underway. The system will finish, and your screen should now look like this:



There's a lot going on there and we'll walk through that in Part 4: Setting up your project.